

AUDITOR AND CONTROLLER MANAGER II

DEFINITION:

Under general direction, to supervise and coordinate the work of a large and diverse accounting division requiring extensive contacts with external decision makers; prepare specific work-plans; assign work and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are responsible for the administration of a large and diverse accounting division with the Department of the Auditor and Controller. This class is distinguished from the next lower level, Auditor and Controller Manager I, by the responsibility for dealing with department heads and the complexity of the accounting division supervised.

EXAMPLES OF DUTIES:

Plans, organizes and directs the maintenance of large complex cost and control systems relying on electronic data processing of financial transactions in accordance with generally accepted accounting principles; audits large, complex sets of cost and control accounts and procedures; trains subordinate staff; obtains oral and written legal opinions; confers with county department heads on decision making from state and local agencies.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- The principles and practices of management relating to the training, evaluation and supervision of subordinates.
- Accounting and auditing principles, theories and procedures applicable to the control of various accounting systems.
- Cost accounting procedures and systems.

General Knowledge of:

- General laws and rules regulating and influencing fiscal operations.
- The techniques used in statistical sampling and flow-charting.
- The procedures required to comply with the terms of federal and/or state grants.
- Uses and limitations of electronic data processing.
- General Management System in principle and in practice.

Skills and Ability to:

- Initiate, plan, organize and direct a varied and complex fiscal program and/or complex audit tasks.
- Interpret and apply legal and administrative concepts of accounting and/or auditing functions.
- Accurately analyze situations or data, audit reports and memos and adopt an effective course of action.

- Supervise, train and motivate professional and clerical subordinates.
- Establish and maintain effective internal working relationships.
- Prepare comprehensive, clear and concise accounting, auditing and statistical reports.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which would likely demonstrate the knowledge and/or skills, stated above. An example of such education/experience is: a bachelor's degree from an accredited college or university with a major in accounting or a closely related field; AND, seven (7) years of professional accounting or auditing experience. This experience must have included the administration of a large, diverse accounting division and the supervision of a large professional accounting staff; and the responsibility for planning, organizing and directing a complex fiscal program and complex automated accounting system.

Note: A California CPA Certificate will be considered as meeting the education requirements.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).